

## COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

**May 7, 2002**

**5:15 PM**

Chairman Gatsas called the meeting to order.

The Clerk called the roll.

Present: Aldermen Gatsas, Guinta, Osborne, Forest, O'Neil

Messrs: Deputy Solicitor Arnold

Chairman Gatsas addressed Item 3 of the agenda:

Communication from Deputy Clerk Johnson advising that unless otherwise directed by the committee, if there have been no reported problems during the last year, the City Clerk's office shall renew any license to conduct business outside of regular hours which has previously been approved by the Committee.

On motion of Alderman O'Neil, duly seconded by Alderman Osborne, it was voted to receive and file this item.

Chairman Gatsas addressed Item 4 of the agenda:

Communication from Deputy Clerk Normand submitting an AT&T Customer Service Phone Statistics Report for informational purposes only.

On motion of Alderman Guinta, duly seconded by Alderman Osborne, it was voted to receive and file this item.

Chairman Gatsas addressed Item 5 of the agenda:

Communication from James Anctil of FORMAX requesting review of his company's mail processing equipment in conjunction with the current study being conducted with respect to the City's current mailing system.

Chairman Gatsas asked are we under total review for the entire mailing system in the City.

Deputy Clerk Normand answered currently Pitney-Bowes is doing a study per Alderman Lopez's request and they have not completed that study.

Alderman Forest asked is this the same gentleman who gave us a demonstration awhile back.

Deputy Clerk Normand replied I think that was Pitney-Bowes.

Chairman Gatsas asked are they just looking to also do a study.

Deputy Clerk Normand answered I am assuming that they also want to do a study and see if they can help the City.

Alderman O'Neil asked, Matt, was there an RFP or anything with regard to the study.

Deputy Clerk Normand answered no. Pitney-Bowes offered to do a study at no cost to the City and they would come back to this Committee with the results to see if they could help save the City money. They are doing this at their own expense. Once they report back the Committee can decide whether or not they want to go forward with their recommendations.

Chairman Gatsas stated how about we send Mr. Anctil a letter telling him that before any action is taken by the City that they will have an opportunity to come in and review what Pitney-Bowes has in front of us if the City is going in that direction rather than have two people do the same study.

Alderman O'Neil asked, Matt, who is the one City person who is responsible for this Pitney-Bowes study.

Deputy Clerk Normand answered right now it is myself.

Alderman O'Neil stated so Matt is the one who would be responsible for this is that correct, Mr. Chairman.

Deputy Clerk Normand replied I can coordinate that with Mr. Anctil.

Chairman Gatsas asked how far along are they with the study, Matt.

Deputy Clerk Normand answered they are just about complete. Pitney-Bowes has done a preliminary questionnaire with all of the departments and the departments have been extremely cooperative. With the larger departments he wants to come in and do a little bit more of an in-depth study and then we will all meet and they

will present a proposal and we will find out if they can help us and if they can what those items are.

Chairman Gatsas asked what Committee are you doing this for.

Deputy Clerk Normand answered this Committee, Sir.

Chairman Gatsas stated it must have been the meeting I missed.

Deputy Clerk Normand replied Alderman Lopez made a request and it might have been to the full Board and it was sent to this Committee and then I was directed by this Committee to proceed.

On motion of Alderman Guinta, duly seconded by Alderman O'Neil, it was voted to send a letter to Mr. Anctil advising him that before the City takes any action, they will give him an opportunity to review the Pitney-Bowes proposal and make his own proposal to the Committee.

Chairman Gatsas addressed Item 6 of the agenda:

Communication from Brian Tremblay of the Manchester Boys & Girls Club requesting waiver of the \$300 business license fee for the Annual Classic Car Show to be held at Dobles Chevrolet on Sunday, June 9, 2002.

Alderman Osborne moved the item for discussion. Alderman O'Neil duly seconded the motion.

Alderman O'Neil stated last year we didn't waive the fee but we made a civic contribution, I believe.

Alderman Osborne asked can we take the money out of contingency.

Deputy Clerk Normand answered we donated \$200 out of civic contributions. The license fee has gone up, however, and this year it will be \$300.

Alderman Forest asked this is being held at Dobles, correct.

Deputy Clerk Normand responded correct.

Alderman O'Neil moved to not waive the fee but to take \$300 out of civic contributions to donate to the Manchester Boys & Girls Club. Alderman Osborne duly seconded the motion. Chairman Gatsas called for a vote. There being none opposed, the motion carried.

Chairman Gatsas addressed Item 7 of the agenda:

Communication from Nick Vecchio, Director of the National Music Workshop requesting that licensing fees be waived for a musical performance scheduled for Sunday, May 19<sup>th</sup> at Veteran's Memorial Park.

Alderman Guinta moved the item for discussion. Alderman Osborne duly seconded the motion.

Alderman Osborne asked who will be doing the clean up when they are through at Veteran's Park.

Alderman Forest asked this is not a non-profit organization is it.

Deputy Clerk Normand answered it is not.

Alderman Forest stated he is doing this for his students and he charges the students, correct.

Deputy Clerk Normand replied this company is out of Massachusetts. They are a subsidiary of Daddy's Junky Music here in Manchester. This particular company is out of Massachusetts and it is a for profit company. The license fee...I am not sure if it is detailed in your correspondence but the license fee from us is \$100 for Entertainment/Place of Assembly and I believe the fee for Parks is in here.

Alderman O'Neil stated is it \$180.

Deputy Clerk Normand replied I think it went up \$180. I want to say it might be close to \$400 for the use of the park.

Alderman O'Neil moved to deny the request. Alderman Forest duly seconded the motion. Chairman Gatsas called for a vote. There being none opposed, the motion carried.

### **TABLED ITEMS**

8. Communication from the "Friends of the Manchester Animal Shelter" submitting proposed Lease and Service Agreements.  
(Tabled 04/02/02 – pending Solicitor's review of multi-year agreement.)

Chairman Gatsas asked, Mr. Arnold, have you had any communication with the "Friends of the Manchester Animal Shelter."

Deputy Solicitor Arnold answered yes I have and I believe it is attached.

On motion of Alderman O'Neil, duly seconded by Alderman Guinta, it was voted to remove this item from the table.

Chairman Gatsas asked can you tell us what you have come to for an agreement.

Deputy Solicitor Arnold stated I did, as requested, contact Mr. Richmond who represents the "Friends of the Manchester Animal Shelter." They were pleased to accept a five-year term. The agreement has been modified to reflect a five-year term with an adjustment based on the consumer price index-urban areas out of Boston. The Police Department has requested one minor change that doesn't affect the substance of the agreement. Other than that, it was the agreement that was submitted to this Committee before.

Chairman Gatsas asked have they agreed to that change.

Deputy Solicitor Arnold answered I have not spoken to Mr. Richmond directly.

Chairman Gatsas replied no, to the Police Department's request.

Deputy Solicitor Arnold responded I have not spoken to Mr. Richmond about the Police Department's request, but I wouldn't anticipate a problem with it.

Chairman Gatsas asked what is it.

Deputy Solicitor Arnold answered they wanted to add an addition to the Animal Control Officer's...in the service agreement they wanted to add police officer to animal control officer because apparently police officers may bring animals over after the animal control officer is off duty.

Chairman Gatsas asked so in other words the canine unit will have the opportunity to bring animals to the Manchester Animal Shelter.

Deputy Solicitor Arnold answered well the canine unit does already under the agreement.

Alderman O'Neil stated I have seen this happen occasionally because of vacations and that that they will have to send a police officer out with the animal control van to catch a stray dog or something so it isn't always an animal control officer. The majority of the time it is, but there are rare occasions when it is a police officer who goes out to do that.

Deputy Solicitor Arnold stated and the Police Department just requested that there be a minor change in the language so that is reflected in the agreement.

Alderman O'Neil asked would you be comfortable if we approve it with that change so it doesn't have to come back to keep it moving along.

On motion of Alderman O'Neil, duly seconded by Alderman Osborne, it was voted to approve the service contract and lease agreement with the "Friends of the Manchester Animal Shelter".

9. Communication from Jerry Reese, AT&T Broadband, regarding the franchise fee increase.

Deputy Solicitor Arnold stated this was just a communication from Mr. Reese and the Committee had recommended it to the full Board and the full Board had voted to waive the fees subject to that letter so I believe it has already been dealt with.

On motion of Alderman O'Neil, duly seconded by Alderman Guinta, it was voted to remove this item from the table.

On motion of Alderman Osborne, duly seconded by Alderman O'Neil, it was voted to receive and file this item.

10. Hiring of a Contract Compliance Officer for the City.  
(Tabled 03/05/02)

On motion of Alderman Osborne, duly seconded by Alderman O'Neil, it was voted to remove this item from the table.

On motion of Alderman Osborne duly seconded by Alderman O'Neil, it was voted to receive and file this item.

11. Suggestion to send letters to non-profit organizations asking them for payment in lieu of taxes made by former Alderman Pariseau at the 11/20/01 BMA meeting and referred to the Committee on Administration.

On motion of Alderman Forest, duly seconded by Alderman O'Neil, it was voted to remove this item from the table.

On motion of Alderman Osborne duly seconded by Alderman O'Neil, it was voted to receive and file this item.

This item remained on the table.

Chairman Gatsas stated we didn't have enough time to get the Peter Frampton concert on the agenda so my suggestion was so that we can rule on this in a manner to get the promoter an opportunity probably next Monday. We have a full Board meeting so maybe we can schedule this ½ before that to give them an opportunity to come in.

Alderman O'Neil asked is that going to be enough time.

Chairman Gatsas asked do you want a longer period of time.

Alderman O'Neil answered having been through these concert issues, I think we may need more time.

Chairman Gatsas asked, Matt, where are we at with the noise ordinance.

Deputy Clerk Normand answered the noise ordinance left our office and is now with the Solicitor's Office. I believe he is doing a technical review.

Chairman Gatsas asked can we get those technical reviews before us on Monday and maybe set-up this meeting an hour before the BMA meeting.

Deputy Solicitor Arnold answered yes I think we can do that.

Chairman Gatsas replied I think it is imperative that we get this noise ordinance on the books before we have a problem again and that way nobody can complain about it.

Deputy Clerk Normand asked so you want that on the...

Chairman Gatsas interjected yes I would like to put that on the agenda first on Monday.

Deputy Clerk Normand replied we can do that.

There being no further business, on motion of Alderman O'Neil, duly seconded by Alderman Forest, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee